



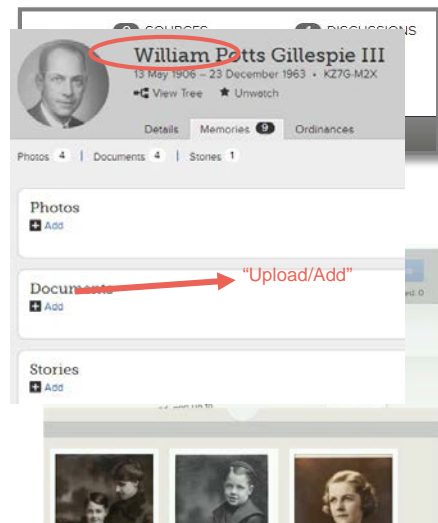
## Starting Family Tree: Preserving Memories using Photos and Documents



*Prior to uploading a photo or document, check the format and size of the photo or document in your file folder. (Leave this file folder window open, if you plan to Drag and Drop; see step 4b). Photos must be .bmp, .jpg, .png or .tif format. Documents must be .bmp, .jpg, .png, .tif, or .pdf format. Both must be less than 15 MB.*

### Directions to “Upload/Add” Photos and Documents:

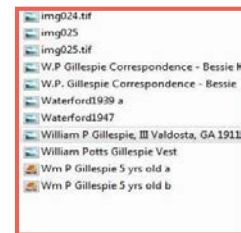
**Prior to uploading images the first time in FamilyTree you will need to read and accept the contract terms.**

1. Go to **FamilySearch.org**, preferably using Chrome. Sign-in to Family Search (FS). In Family Tree find the Individual Person who is in the “**PHOTO**” or “**DOCUMENT**” you intend to upload.
2. In their Summary Card, click on “MEMORIES” which takes you to the Memories tab in the individual’s page in Family Tree (FT).
3. The top two boxes are for adding Photos and Documents
  - Clicking **ADD** in the appropriate box takes you to a divided window.
  - The top section is for “Uploading and Adding” your image. The bottom section, below the thin gray line, is the **gallery** of images.



4. There are two ways to “Upload/Add” an image into the top section-- choose
  - a) Find and upload your image using  “Gallery”  
or
  - b) Drag & Drop the image file name into the window
  - c) Click on  . Then locate the image folder on your drive. Open the folder and find the image you want to upload. Double click on it. A square will appear in the “Upload/Add” window with successive words: Uploading and Completed.

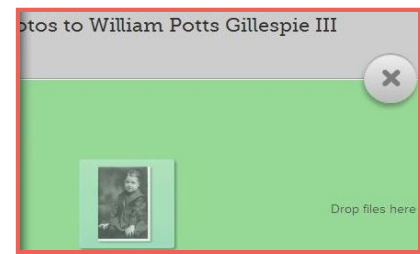
**Drag and Drop** requires that two windows be open side by side on the screen—the list of images on your drive **and** the



"Upload/Add" window. **Drag** the desired image file from your list onto the "Add Photos" window and **drop** it when the window turns **green**.

3. When the image has been uploaded in the gallery, a "Completed" box appears.

**YOU MUST CLICK**  to **Add** this **Photo** to the selected person.



4. To see the uploaded image in the gallery, click on the "Completed" box.

A "SCREENING" band  will temporarily overlay the photo.



a) To get to the **Family Search viewer window**-- where you can title and tag images, click on the image above or below the "Screening" band.

**Titles and Tags** for photos and documents differ in **title content** and **tag shape**. In the Title box you identify either the **Person's complete Name and Details of the photo** or the **Who, What, When and Where of the document**. The Tag shape for a photo is an oval or circle, and for a document it is a rectangle.

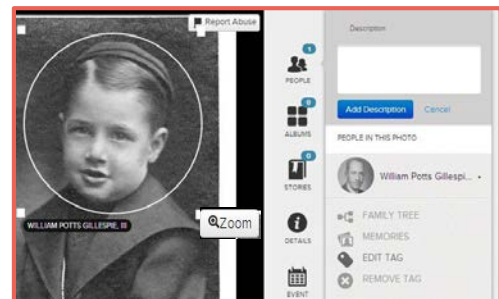
In the **Family Search Viewer Window** you can **Add/Edit a Title**, **Create/Edit/Remove Tag(s)**, **Enlarge the image (Zoom)**, and **Attach Photo or Document to one or more individuals**.

1. Above the image, click on **Add Title** to type in a title for this photo;  
click on **Edit Title** to change an already entered title.

**Family Search Viewer Window**

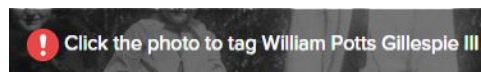


2. To retain the Title, click




3. Next,

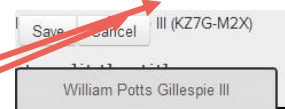
4. Photos

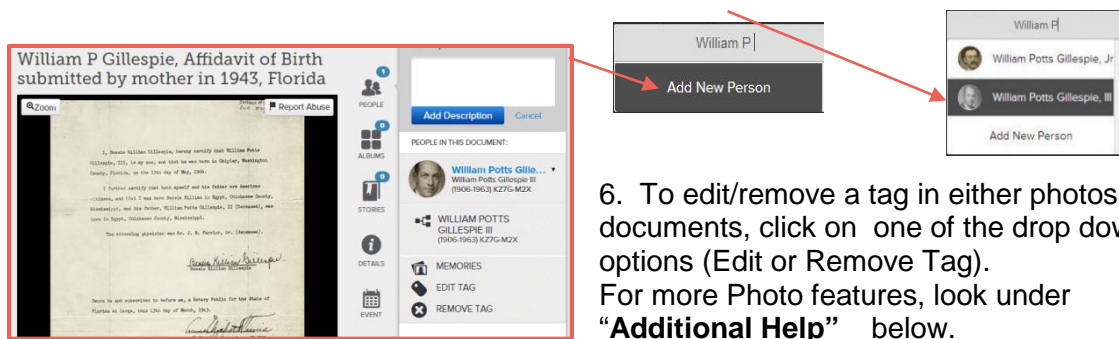


uploaded to the Tree through the Details page are


**automatically tagged and identified with the Name of the person whose page you are on.** For photos, the initial tag, seen when you hover over the photo, is a large oval. This tag can be changed to a circle and resized by pulling any of the white corner squares toward the middle.

5. To tag multiple people in a photo, you must **SAVE the first tag**-- Click **Save**. Then click on the photo where you wish to locate the next tag. Resize the tag circle. You can shift the tag when the  symbol appears inside it. In the gray box type the person's name exactly as it appears in FT. If that person's name is not in FT, click on "Add New Person". If the person's name pops up, click on it.





6. To edit/remove a tag in either photos or documents, click on one of the drop down options (Edit or Remove Tag). For more Photo features, look under **“Additional Help”** below.

A red dot  may appear either in the gallery or FS Viewer. DISREGARD THE RED DOT because images are automatically attached to the person by uploading through his/her Details page.

For Additional Help: To learn more about working with photos and documents including how to tag more than one person Google “Familysearch Family Tree Curriculum”, select “broadcast.lds.org/...” then click on Level Two (Intermediate) and scroll down (about half way) to Photos. There are 14 “Hands-On Activities” and 7 “Short Videos”. Also Google “Riverton Family Search Library”. Under Home click on Handouts & Guides, then scroll down to Library Quick Start Guides -- Family Tree for the “Adding Photos to Family Tree” handout.

**DOCUMENTS AS SOURCES OF VITAL INFORMATION:** If you have already uploaded a birth, marriage, death or other record containing vital information into a person’s gallery, **it should be moved and entered as a Source**. The FS handout **“Attaching Documents as Sources in Family Tree”** gives a step-by-step process how to do this.